



## **CITY OF COWETA**

### **REZONING PROCEDURES AND APPLICATION PACKET**

---

When the owner of any property within the City limits of Coweta proposes to use property in a manner that is prohibited by the current zoning map, they may apply for change in zoning. Zoning changes are generally approved if the proposed change is found to conform to the Coweta Long-Range Comprehensive Plan

#### **ZONING PROCEDURES**

##### **1. Submission of Application:**

Gather the following materials and submit them to the Planning Department on or before the cut-off dates established by the Planning Commission. Cut-off dates are set to allow adequate time for review of the application, preparation of materials and posting and publication of public notice as outlined by State Law. Zoning Application cut-off is the 20th day of the month prior to the requested public hearing date.

- A. Completed application form
  - B. Filing fee based on the fee schedule approved by the City Council
  - C. Plat of Survey, site plan and or drawings as required
  - D. Names and addresses of all property owners within 300' – list from a bonded abstract company
- There will be a certificate of mailing fee of \$ .95 charged for each name on the mailing list.**

##### **2. 20-Day Public Notification Requirements:**

- A. All persons within 300 feet of the property proposed for rezoning must receive a notice of public hearing no less than 20 days prior to the Planning Commission hearing date of your case.
- B. A notice of the hearing must be posted on your property no less than 20 days prior to the Planning Commission hearing date of your case

##### **3. 15-Day Public Notification Requirement:**

City staff will order the publication of a notice and map in the Coweta American Legal Section no less than 15 days prior to the hearing date of your case. **You will be billed directly by the business office of the Coweta American-Neighborhood Newspapers.**

##### **4. Planning Commission Public Hearing:**

**You or your representative must attend the Planning Commission meeting.** During the public hearing of your case you will be given time to present your case. During your presentation you may include photos, maps and other materials not included in your original application. Citizens present who are opposed to the zoning change will be given time to present any opposition to the proposed change in zoning. You will be given additional time to rebut any opposition. The Chairman of the Planning Commission will conduct the hearing according to the Coweta Planning Commission By-Laws. The order of presentation is as follows:

**City of Coweta**  
**Rezoning Procedures and Application Packet**  
**Page Two**

1. City Planning Staff presents factual data relating to the request including surrounding uses, surrounding zoning and conformance to the Comprehensive Plan.
2. The Chairman of the Planning Commission opens the public hearing and asks the applicant to present the proposed zoning change.
3. The Chairman of the Planning Commission ask for comments from those who oppose the request.
4. The Chairman asks for any rebuttal by the applicant.
5. The Chairman asks for the recommendation of the Planning Staff.
6. The Planning Commission votes to Approve or Deny the request. The Commission may modify or place conditions on an approval. The request and hearing may be continued to the next regular meeting upon a timely written request of the applicant at least 24 hours prior to the meeting.

If the Planning Commission approves the zoning change it will be forwarded to the City Council for consideration at their next regular meeting.

If the Planning Commission denies the zoning change the applicant has 15 days from the Planning Commission meeting to appeal the denial to the City Council. The applicant must appeal the Planning Commission's denial by filing a written request fee with the City Clerk requesting a hearing before the next regular meeting of the City Council. Unless a timely appeal is made the denial of the zoning case will be considered final and may not be re-filed for 6 months.

If the City Council overturns the denial of the Planning Commission the zoning change will proceed to the Step 5 of the Public Hearing Process.

**5. City Council Public Hearing:**

Upon approval and referral of the request from the Planning Commission to the City Council (or approval of an appeal which overturns a denial by the Planning Commission) the City Council will hold two public hearings. The first public hearing will solicit comments from citizens after a first reading of an ordinance relating to the zoning change. The Council will not vote or comment on the proposed change. At the next regular meeting of the City Council a second hearing will solicit additional comments from citizens. The Council will than vote to approve or deny the City Ordinance and order the publication of the same in the Coweta American.

**YOU WILL BE BILLED DIRECTLY BY THE BUSINESS OFFICE OF COWETA AMERICAN-NEIGHBORHOOD NEWSPAPERS FOR THE PUBLICATION OF THE ORDINANCE.**

**6. City Council Approval and Effective Date:**

Under State Law the zoning change becomes effective 30 days after date of first publication of the ordinance. Prior to the issuance of a building permit a plat or plat waiver will be required for unplatted areas or areas where the zoning change represents a departure from land uses in surrounding areas. For office, commercial and industrial construction, approval of a Detail Site Plan is required before a building permit can be issued.

*The above information is for general guidance. For additional details contact the City of Coweta, City Planning Department, at 486-2189, 8:00 AM to 5:00 PM.*

---

**YOUR ZONING CASE NUMBER is CZ-\_\_\_\_\_ PLANNING COMMISSION HEARING DATE: \_\_\_\_\_.**  
**IF APPROVED BY THE PLANNING COMMISSION YOUR CITY COUNCIL MEETING DATES ARE: \_\_\_\_\_ & \_\_\_\_\_ WITH PUBLICATION ON \_\_\_\_\_**

# COWETA PLANNING COMMISSION

## REZONING APPLICATION

☐ ZONING    ☐ PUD    ☐ PUD MAJOR AMENDMENT    ☐ SPECIFIC USE PERMIT

Coweta City Hall 310 South Broadway - Coweta, Oklahoma 74429- (918) 486-2189 - FAX (918) 486-5366    www.cityofcoweta-ok.gov

### APPLICATION INFORMATION

RECEIVED BY: \_\_\_\_\_ DATE FILED: \_\_\_\_\_ PC HEARING DATE: \_\_\_\_\_ CC HEARING DATE: \_\_\_\_\_ CASE NUMBER \_\_\_\_\_

☐ RES ☐ NON-RES ☐ COMBO    RELATED ZONING OR PUD #: \_\_\_\_\_ BUILDING PERMIT APPLICATION NUMBER \_\_\_\_\_

### SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_ TRACT SIZE: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ PRESENT ZONING \_\_\_\_\_ S-T-R \_\_\_\_\_ CZM \_\_\_\_\_ Wagoner Co. Tax ID#: \_\_\_\_\_

### INFORMATION ABOUT YOUR PROPOSAL

PROPOSED NEW ZONING: \_\_\_\_\_ DEV. AREAS AFFECTED BY PUD AMENDMENT: \_\_\_\_\_ PUD PROPOSAL ATTACHED ☐ Y ☐ N

PROPOSED USE: \_\_\_\_\_ NATURE OF PUD AMENDMENT: \_\_\_\_\_

APPLICANT INFORMATION		PROPERTY OWNER INFORMATION	
NAME		NAME	
ADDRESS		ADDRESS	
CITY, ST, ZIP		CITY, ST, ZIP	
DAYTIME PHONE		DAYTIME PHONE	
EMAIL		EMAIL	
FAX		FAX	
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.			
SIGNATURE & DATE:			

DOES OWNER CONSENT TO THIS APPLICATION ☐ Y ☐ N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? \_\_\_\_\_

APPLICATION FEES				
BASE APPLICATION FEE		\$		
		\$	APPLICATION SUBTOTAL	\$
NEWSPAPER PUBLICATION		\$		
SIGN FEE	\$50 X =	\$ 50.00		
300' PROPERTY OWNERS NOTICE SENT CERTIFICATE OF MAILING	X \$ .95 =	\$	NOTICE SUBTOTAL	\$
RECEIPT NUMBER:			TOTAL AMOUNT DUE	\$

### DISPOSITION

PC REC.	COUNCIL/COMMISSION ACTION		
	DATE/VOTE		
DATE/VOTE	ORDINANCE/RESOLUTION NO.		
PLAT NAME			PLAT WAIVER <input type="checkbox"/> Y <input type="checkbox"/> N

**COWETA PLANNING COMMISSION**  
**COWETA CITY HALL 310 S BROADWAY COWETA, OK**  
4<sup>TH</sup> Monday of Each Month 6:30 p.m.

January 25, 2016

May 23, 2016

September 26, 2016

February 22, 2016

June 27, 2016

October 24, 2016

March 28, 2016

July 25, 2016

November 28, 2016

April 25, 2016

August 22, 2016

December 19, 2016 (3<sup>rd</sup> Monday)

**COWETA CITY COUNCIL/COWETA PUBLIC WORKS AUTHORITY  
COWETA INDUSTRIAL DEVELOPMENT AUTHORITY  
COWETA CITY HALL 310 S BROADWAY COWETA, OK  
1<sup>st</sup> Monday of Each Month 7:00 p.m.**

January 04, 2016

May 02, 2016

September 12, 2016 (2<sup>nd</sup> Monday)

February 01, 2016

June 06, 2016

October 03, 2016

March 07, 2016

July 11 2016

November 07, 2016

April 04, 2016

August 01, 2016

December 05, 2016